

Erasmus + Traineeship

at the **Internationalisation Service**
University of Lapland

Have you ever wanted to work abroad in an interesting and welcoming environment? If yes, you should consider a [Traineeship at the Internationalisation Services at the University of Lapland](#). We are constantly searching for trainees for our incoming team for both semesters from August to December and January to June.

Tasks

- ❁ Administrative assistance for incoming team
- ❁ Front desk service for international students
- ❁ Incoming team communication to international applicants and students
- ❁ Assistance in nomination and application process using our Solemove system
- ❁ Assistance in various international social and academic events

What we require

- ❁ Fluent communication skills in English
- ❁ Friendly and fresh attitude in customer service
- ❁ Experience in exchange studies abroad, preferably at the University of Lapland
- ❁ Good organisational and time management skills
- ❁ Interest in problem solving, intercultural and social skills
- ❁ E+ grant from home university

What we offer you

- ❁ Interesting international work in friendly atmosphere
- ❁ Inside view to international mobility
- ❁ International environment to improve your language and intercultural competences
- ❁ Enhanced understanding of international higher education
- ❁ An own workplace with laptop and reasonably prized accommodation at DAS
- ❁ A lot of tea and coffee

Application deadlines

- ❁ 15th of June for the period of August – December
- ❁ 31st of October for the period of January – June

Decisions will be given within two weeks from the application deadline.

If this sounds interesting please apply by sending your CV with a motivation letter to incoming@ulapland.fi with a title “traineeship application”.

We are looking forward to hearing from you!

With best wishes from Lapland
Incoming Team



LAPIN YLIOPISTO
UNIVERSITY OF LAPLAND
For the North – For the World